



## Showing Appreciation at Work

Everyone likes to be recognized and it doesn't always have to be complicated or expensive. A sincere "thank you" can be powerful and doesn't always need to come from the boss to be effective. Here are a few suggested ways to show appreciation at work.

- Saying thanks about something specific may be the ultimate reward. If you do it selectively yet authentically, a thank you note may be pinned above your employee's desk for years.
- Take the thank you card to a whole new level, and write a card to the employee's entire family explaining how much you appreciate your colleague.
- Post a sticky note on their monitor, saying thanks and saying why. Simple, but effective, when it's authentic.
- After you write a personal, handwritten note to the employee, thanking them for their effort or accomplishment, put a photocopy of the note in their file.
- Use their name when you thank people. Say, "Thank you, Carol," not just "Thanks!" People love to hear their names, so use them and use them often, especially when acknowledging their efforts and achievements.
- Create a board where anyone in the company can post a "brag" about their accomplishments or that of a co-worker.

Read [these simple thank you messages](#) you can tailor to show your appreciation for co-workers then take a look at these [101 ways to reward people in the workplace](#) for even more ideas.



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at [jobs.mo.gov](http://jobs.mo.gov) or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or dial 7-1-1.

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the contracting agency and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.